



**VILLAGE OF PENINSULA
AGENDA
JOINT MEETING OF COUNCIL AND
TOWNSHIP BOARD OF TRUSTEES
AND
REGULAR VILLAGE COUNCIL MEETING**

Tuesday May 12, 2026, 7:00 p.m.

Peninsula Village Hall

1582 Main Street

Peninsula, Ohio 44264

**JOINT MEETING OF VILLAGE OF PENINSULA COUNCIL AND BOSTON
TOWNSHIP BOARD OF TRUSTEES FOR THE VILLAGE OF PENINSULA AND
BOSTON TOWNSHIP UNION CEMETERY ASSOCIATION**

Call to Order of Joint Meeting

Roll Call for Joint Meeting

Review of 2025 Financial Report and Report on 2026 Budget and Plans

Resolution No. 08-2026

**A Joint Resolution Authorizing the Continuance of the One Mill Cemetery Maintenance
Tax for the Village of Peninsula and Boston Township Union Cemetery Association**

Any Additional Business

Adjournment of Joint Meeting

VILLAGE COUNCIL MEETING

CALL TO ORDER/ROLL CALL

PRESENTATION OF AGENDA AND AMENDMENT OF THE AGENDA

SPECIAL PRESENTATIONS

PRESENTATION AND CONSIDERATION OF RECORD OF PROCEEDINGS

April 28, 2026 Council Meeting Minutes

CITIZEN PARTICIPATION

REPORTS

Mayor, Daniel Schneider, Jr.

Motion to Authorize the Mayor to Purchase Four Street Sign Markers from Summit Memorials, Inc. of Akron, Ohio for \$5,600

Fiscal Officer, Ms. Iaconis

Street Commissioner, Mr. Anderson

Finance Liaison, Mr. Krachinsky

Motion to Confirm Receipt of Financial Statements

Motion to Ratify Submitted Bills List

Police Department

Roads and Public Works

Planning Commission, Ms. Frank-Hensley

Zoning Officer, Mr. Collins

Board of Zoning Appeals

Board Vacancy

Buildings and Grounds, Ms. Frank-Hensley and Ms. Riggins

Village Hall Sign

Chamber of Commerce

Policies & Procedures Liaison, Mr. Slocum

Records Retention and Disposal Policy and Schedule

Cybersecurity

Proposed Public Events Ordinance and Application

Fire Board, Mr. Krachinsky

Cemetery Board, Ms. Padrutt

JEDD Board, Ms. Riggins

Wastewater/Stormwater/Water

Solicitor, Mr. Bryan

LEGISLATION:

Ordinance No. 07-2026

Requested by: Mayor Schneider and Councilpersons Slocum and Frank-Hensley

An Ordinance Amending Chapter 1125 of the Zoning Code Related to Off-Street Parking
(Second Reading)

Ordinance No. 09-2026

Requested by Councilperson Frank-Hensley

An Emergency Ordinance Enacting a Six-Month Moratorium on the Submittal, Evaluation, and Consideration of New Zoning and Development Project Applications for Mixed-Use Zoning District Properties
(First Reading)

UNFINISHED BUSINESS/NEW BUSINESS

Solicitor Search Committee

Village Communications/Village Hall Sign

Council Priority List

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT

**Record of Proceedings
Regular Council Meeting**

Held: Tuesday, April 28, 2026

CALL TO ORDER: The Mayor called the meeting to order at 7:00 p.m.

ROLL CALL:

Mayor Daniel Schneider, Jr.	Present	Amy Fank-Hensley	Present
Richard Slocum	Present	Daniel Krachinsky	Present
Jodi Padrutt	Present	Eliud Rosales	Present
Moe Riggins	Present		

OTHERS PRESENT: Solicitor Brad Bryan, Administrative Assistant Faith Dorton, FirstEnergy Representative Amy Hopkins, and Cuyahoga Valley National Park Chief of External Affairs Ivan Kassovic

SPECIAL PRESENTATIONS:

FirstEnergy Representative Amy Hopkins and CVNP Chief of External Affairs Ivan Kassovic Regarding Tree Maintenance Plans and Challenges and Power Outages:

FirstEnergy representative Amy Hopkins provided a brief presentation on the company's tree maintenance and outage practices before opening the floor for questions. Ms. Hopkins explained she is new to the Peninsula area and described FirstEnergy's tree-trimming policy, which occurs on a four-year cycle within the rights-of-way. Trees outside the right-of-way area are only addressed if they threaten power lines and the property owner consents to the tree work. She confirmed that regular trimming work in Peninsula was conducted in 2024 and the trees are scheduled to be trimmed again in 2028. If there is a particular tree that is causing a problem, that can be reported to FirstEnergy. Ms. Hopkins noted that residents sometimes decline permission for FirstEnergy to trim their trees. She encouraged residents to report recurring and other power loss issues to FirstEnergy so that patterns can be tracked and investigated.

Residents, including Greg Canda, Tina Stevens, Matthew Padrutt, and Mr. Sullivan, raised concerns about frequent outages, recurring problem locations, and overall service reliability, noting there is widespread generator use in their neighborhoods. Ms. Hopkins acknowledged the concerns and offered to review specific addresses, involve reliability teams, and potentially monitor circuits. Matthew Padrutt and others pushed for more proactive solutions, including better data sharing and preventative maintenance. Beth Sullivan noted broader factors such as reduced tree maintenance by the CVNP and the need for coordination with the Park. She raised concerns about communication during outages, particularly unannounced or perceived planned outages. The Mayor noted to Ms. Sullivan that her property is not in the Village, and this meeting was intended to deal with issues in the Village. Ms. Hopkins stated no planned outages took place in the Village in the past year. She agreed to explore whether circuit-level data could be shared periodically with Council.

Ivan Kassovic from the CVNP explained the Park employs a full-time licensed arborist with one assistant. Those two employees are charged with managing hazardous trees within the entire 200-mile exterior boundary of the Park, the railroad line, and road areas. He stated the Park does not maintain trees within the road right-of-way areas or trees touching or threatening transmission lines. Responsibility for that work belongs to FirstEnergy. He emphasized that, after reviewing 12 years of records, the CVNP found only notifications from FirstEnergy about planned tree work. There was no evidence that the CVNP ever denied access to FirstEnergy to its property for tree trimming. He stated residents who share a boundary with the CVNP can call the

**Record of Proceedings
Regular Council Meeting**

Held: Tuesday, April 28, 2026

Park communications center if they have concerns about a tree on Park property. In that case, the CVNP will send a Ranger to look at the tree and follow up with the arborist or a contractor if needed.

Matthew Padrutt asked whether the CVNP proactively patrols for hazardous trees and whether First Energy can trim trees along the CVNP right-of-way the same way it trims near residential property. Mr. Kassovic explained that Rangers do look for hazardous trees and can clear trees from roads when they are able. He stated most issues are in the right-of-way rather than on Park property. He confirmed FirstEnergy's relationship with the Park is essentially the same as with any other property owner. Nothing is stopping FirstEnergy from treating the Park right-of-way in the same manner as other properties. Ms. Padrutt asked whether the Park has a four-year trimming plan like FirstEnergy; Mr. Kassovic said the arborist does have a plan, but the limited staffing renders the work more reactive than proactive.

Steve Craig asked about the two circuits feeding the Village and whether outages are caused by trees within Peninsula or by upstream issues outside the community. Ms. Hopkins said FirstEnergy does not share circuit routing details for security reasons. The Mayor noted that resident complaints suggest different parts of Stine Road are fed differently because during the outages some homes lose power while other nearby houses remain on. Greg Canda asked whether electric lines could be placed underground downtown when the sewer or water projects take place. Ms. Hopkins said that is possible, but it would be very expensive and 100% at the Village's cost.

The Mayor noted the CVNP recently asked whether the Village would consider selling the former Players Barn property to the Park. He stated there would be no firm commitment if the Village said yes at this point. Mr. Kassovic explained land swaps are not feasible at this time due to staffing and process limitations, but federal funding is currently available for acquisitions. The purchase would be for fair market value and would take at least two years to complete. He emphasized the Village could change its mind at any point until a purchase agreement is signed. When asked about the Park's intended use for the property, he stated the land would likely be re-vegetated.

Mr. Bryan asked about the status of the Conservancy property in the Village. Mr. Kassovic reported portions of that property are expected to be opened for hiking this summer, pending final approval from the regional office. The initial effort will focus on basic access, rather than full multi-use trails. The timeline for full access to the old golf course property is uncertain. He stated the Phase Four Plan for that property has not been fully developed. The goal is to gradually reopen areas for public use as the remediation work concludes.

PRESENTATION AND CONSIDERATION OF RECORD OF PROCEEDINGS:

April 14, 2026 Council Meeting Minutes: Ms. Frank-Hensley made a motion that was seconded by Mr. Krachinsky to approve the minutes. Roll call vote: Ms. Frank-Hensley, yes; Mr. Krachinsky, yes; Mr. Slocum, yes; Ms. Padrutt, yes; Ms. Riggins, yes; Mr. Rosales, yes. The minutes were approved.

CITIZEN PARTICIPATION: Greg Canda suggested adding stop signs at the bend on W. Mill Street to require drivers to come to a full stop before making the turn in both directions, noting that it is a dangerous corner. The Mayor said he would investigate the feasibility of that request.

**Record of Proceedings
Regular Council Meeting**

Held: Tuesday, April 28, 2026

REPORTS:

Mayor, Daniel Schneider, Jr.: The Mayor provided updates on several Village matters. He noted that survey and drone crews organized by OHM will be in the area collecting data for the St. Route 303 Project. Underground work for the Summit Connects Project will impact downtown parking from 7 a.m. to 3 p.m. for up to two weeks. The timeline may shorten if no complications arise. The portable speed signs are being moved around to slow traffic and gather as much traffic data as possible. The Mayor reported that Chief Navy informed him that he will retire, effective June 12, 2026. The Mayor stated he plans to consider Corporal Rucker, a former Cleveland Municipal Housing Authority Commander, for the Chief position. Guardrail repairs have been completed by Erie Construction, the South Locust Street sinkhole has been repaired, and discussions are taking place with ODOT about safety improvements along Rt. 303, including questions about truck traffic. The Mayor also noted there is a vacancy on the Board of Zoning Appeals. Councilmembers and residents raised issues about malfunctioning or unclear signage, pedestrian safety, and speeding, particularly on Stine Road. The Mayor stated he would follow up on those concerns.

Fiscal Officer, Ms. Iaconis: Mr. Krachinsky stated he had nothing to report. It was noted that Council has not received an updated financial statement from the Fiscal Officer recently. Council requested that if Ms. Iaconis is not able to have those items ready for the first meeting of the month, she should be required to attend the second meeting and provide the records.

Street Commissioner, Mr. Anderson: The Mayor stated Mr. Anderson had nothing to report.

Finance Liaison, Mr. Krachinsky: Mr. Krachinsky stated he had nothing to report.

Police Department: The Mayor stated he already provided the pertinent Police Department information in his Mayor's Report.

Roads and Public Works: The Mayor stated the Village is working on repairing a sinkhole in another area of the Village.

Planning Commission, Ms. Frank-Hensley: Ms. Frank-Hensley reported the Planning Commission approved the site plan for the MBA property on W. Mill Street with conditions, including the requirement that the sidewalk in front of the property connect with N. Locust Street, which is in alignment with the Village Master Plan. The project is expected to include a bakery, additional retail space, and two apartments. The design fits the Village's aesthetic. The Planning Commission also requested Council to place a six-month moratorium on development in the Mixed-Use zoning district while the Planning Commission and Council work on amendments to that section of the code. Mr. Bryan confirmed there were currently no applications on file for any projects in the Mixed-Use district. Council requested Mr. Bryan to draft that moratorium legislation. Council discussed the need to better understand the existing zoning codes. Ms. Frank-Hensley suggested an educational session led by planning experts to clarify the regulations and guide future decisions on Mixed-Use developments and parking.

**Record of Proceedings
Regular Council Meeting**

Held: Tuesday, April 28, 2026

Zoning Officer, Mr. Collins: The Mayor reported the Zoning Officer discovered that a large shed or garage was being erected without a permit. A stop work order was issued, and the property owner is in the process of submitting an application. The project was initially described as a simple reroofing job and apparently turned out to involve a significant amount of additional construction work.

Ms. Padrutt stated she received complaints about the placement of sandwich board signs along Rt. 303. She stated they are obstructing sidewalk access, are not in front of the business locations, and are not being removed at night. The Mayor acknowledged the need for better enforcement but emphasized the value of working collaboratively with businesses rather than restricting marketing opportunities. Mr. Bryan noted that sandwich board signs are generally allowed on sidewalks near storefronts but must not obstruct pedestrian use of the sidewalk or ingress or egress to properties. The Mayor stated he would review this issue with the Zoning Officer.

Board of Zoning Appeals: Mark Anson, who was in the audience, reported on this evening's Board of Zoning Appeals meeting. The Board approved side yard setback variances for a house addition on Riverview Road. Mr. Anson described the request as straightforward and noted he is now serving as Board Chairperson. Matt Padrutt was elected Vice-Chair.

Buildings and Grounds, Ms. Frank-Hensley and Ms. Riggins: Ms. Frank-Hensley explained she is investigating options for a new building sign. Electronic signs generally cost between \$15,00 and \$40,000. Simpler changeable letter signs, including stone or timber-based concepts, are less expensive. A basic sign quotes out at around \$3,000, and an indoor-only analog display option starts around \$23,000. She requested budget guidance from Council, suggesting an amount under \$10,000 to \$15,000. Mr. Slocum stated he supported a sign in that price range. He recommended creating a cheap physical mock-up to help decide on the size and placement and noted past offers and quotes for designing a Village Hall sign. The Mayor emphasized the importance of careful planning before committing any funds. Ms. Frank-Hensley suggested utilizing AI tools to help show how different signs would look in certain locations. She stated the use of pre-made text panels could cut down on the work when messages need to be changed. People are willing to volunteer to assist with changing the panels when needed.

John Najeway questioned the purpose of spending money on a sign that provides information that already exists online. The Mayor explained he and Ms. Dorton have worked with the webmaster to continuously expand and update the site based on the needs of the Village and feedback from Council, employees, and residents. Ms. Riggins shared a resident's suggestion for adding historical information about Village Departments to the Village website. The Mayor agreed it was a good idea but noted it would require additional effort for someone to research and write the information. John Najeway suggested providing a link to the Peninsula Historical Society. Ms. Riggins supported that idea.

Chamber of Commerce & Economic Development: Nothing to report.

**Record of Proceedings
Regular Council Meeting**

Held: Tuesday, April 28, 2026

Policies & Procedures Liaison, Mr. Slocum: Records Retention and Disposal Policy and Schedule/Cybersecurity/Proposed Events Ordinance and Application:

Ms. Frank-Hensley reviewed the Priority List with Council. She asked whether Council desired to revise how project responsibilities are handled now that OHM Advisors is involved. The Mayor indicated Ms. Padrutt could continue as an additional point of contact on the Water Project. Discussion regarding the sewer project highlighted that progress is slow. The Mayor explained meetings have been brief and informational, and while the design work is 100% complete, the Project is currently in a holding pattern. Funding is still being assembled through grants and potential borrowing, with costs having risen significantly from early estimates due to inflation and timing. Council agreed the Mayor would remain the primary contact with the County for the Wastewater Project for now, and the issue could be reevaluated later.

Ms. Frank-Hensley identified the need to designate a single point of contact for the Rt. 303 Project, per the agreement with OHM. Mr. Slocum offered to continue attending meetings and serve in that role while coordinating updates to Council. The Mayor supported that approach and noted that OHM is also communicating with Village Engineer Ed McCabe on Project issues.

Ms. Frank-Hensley confirmed that Mr. Rosales volunteered to assist with the dark sky ordinance. Mr. Slocum stated there may be practical lighting issues the Village can address, such as choosing warmer streetlight colors and correcting business lights that shine outward into the street or neighboring properties.

Mr. Slocum updated Council on cybersecurity, explaining that Tom Souza, the Village IT consultant, is preparing an inventory of Village hardware, software, data, and networks. Mr. Slocum also contacted Acrisure about providing a quote for a formal risk assessment. The Mayor said he would follow up with Mr. Souza about the cybersecurity training course he is required to take as the Chief Executive of the Village.

Ms. Padrutt reviewed a proposed event policy ordinance and application that could replace the Village's current approach and application. The ordinance would require permits for public events that affect traffic, require Village resources, exceed typical site occupancy, or create safety and liability concerns. The Ordinance designates three tiers of events, based on attendance and event type. Requirements include application deadlines, required route maps, logistics, insurance, parking plans, police/fire/EMS coordination, possible reasons for denial or cancellation, and a proposed permit fee structure. Council members discussed the need to clarify that private gatherings are excluded from the Ordinance, especially backyard parties or invitation-only events. Ms. Frank-Hensley suggested framing it more clearly as a public events policy. Council debated whether the fee and deposit amounts should be different for the different event tiers and whether nonprofits, schools, and local organizations should be exempt from fees or deposits, especially if they host larger fundraisers or events that require Village services. Mr. Bryan noted that the fees must relate to the Village's administrative costs, and fee waivers could be considered on a case-by-case basis if they are consistently applied. Mr. Slocum emphasized the priority is not collecting fees but ensuring larger events properly handle parking, traffic, policing, sound, and insurance. Problems with being able to provide insurance for block party like events were raised. Ms. Padrutt asked members to send any suggested edits to her and Mr. Bryan before the next meeting.

Ms. Riggins raised the recent Ramp Up event as an example, saying it appeared well organized. The Mayor clarified that although the Village ultimately approved the event and

**Record of Proceedings
Regular Council Meeting**

Held: Tuesday, April 28, 2026

Reserve Officers helped with traffic direction and patrol, his office was not contacted until late in the process, which is part of why a clearer event policy is needed.

Fire Board, Mr. Krachinsky: Mr. Krachinsky reported that 42 people completed CPR training across four classes held at the Coffee Shop. He encouraged residents to support the two levies benefiting the Fire Department and reminded everyone about an upcoming Sunday pancake breakfast fundraiser in support of the Department.

Cemetery Board, Ms. Padrutt: Ms. Padrutt reported there are still a few remaining trees to clean up from the recent storm. Planning is underway for the Memorial Day Parade. Anyone with vintage cars or tractors is encouraged to contact Jerry Ritch.

Mr. Bryan reported he reached out to the President of the Boston Township Board of Trustees about holding the Joint Cemetery Meeting at the start of the May 12 Village Council Meeting to review the 2025 financial report, 2026 budget, and adopt the cemetery tax resolution, as directed by the Ohio Revised Code. Ms. Anderson has not yet confirmed the Township Board's availability to attend, but he expects the meeting to be held on May 12 at 7:00 p.m. in the Village Council Chambers. If not, alternative arrangements will be made.

JEDD Board, Ms. Riggins: Ms. Riggins reported that year-to-date contributions are down compared to last year and suggested that fluctuations may be due to temporary factors such as changes in local activity or employment, noting that similar patterns can occur and often balance out over time. Mr. Bryan cautioned against discussing individual taxpayer payment amount details, emphasizing that only overall revenue amounts should be addressed. Ms. Riggins clarified that overall revenues may even out as the year progresses.

Wastewater/Stormwater/Water: Mr. Slocum reported there have been no updates or meetings regarding wastewater or stormwater since the last Council Meeting. Ms. Padrutt revisited notes from a recent discussion, raising a question about a mention that Akron might require income tax sharing if it were to provide water to non-residents. She asked what implications that could have for the Village. The Mayor clarified Akron is only one potential provider, could just end up supplying water, and might not be the selected option. The group is still in a listening and exploratory phase, and other regional options exist for water supply. Mr. Bryan stated that tax sharing would not be something the Village or proposed water district would likely agree to include in any agreement with Akron. Mr. Slocum noted Akron is simply participating in the broader water conversation for this area rather than being formally committed at this stage.

Solicitor, Mr. Bryan: Mr. Bryan stated he had nothing additional to report at this time.

LEGISLATION:

First Reading:

Ordinance No. 07-2026

Requested by: Mayor Schneider and Councilpersons Slocum and Frank-Hensley

An Ordinance Amending Chapter 1125 of the Zoning Code Related to Off-Street Parking

Mr. Bryan read the legislation by title. This Ordinance will advance to a second reading at the next Council Meeting.

**Record of Proceedings
Regular Council Meeting**

Held: Tuesday, April 28, 2026

UNFINISHED BUSINESS/NEW BUSINESS:

Village Contracts:

Solicitor: Ms. Padrutt stated the Committee needs to schedule a meeting date.

Other Matters:

Chickens: Mr. Slocum raised resident concerns about early morning noise from roosters in the R-2 zoning district. The Mayor and Mr. Bryan noted the issue of banning roosters was debated by Council in detail several years ago over a period of months. The compromise decision made by Council at the time was to permit one rooster per property. Ms. Riggins noted that chickens are part of Peninsula's agricultural tradition and character. Ms. Frank-Hensley emphasized that their proximity to neighboring homes can create legitimate disturbance concerns. Ms. Padrutt stated she did not think there was a problem with roosters that needed to be addressed. There was no consensus by Council on the need to take any action on this issue at this time.

ADJOURNMENT: Mr. Rosales made a motion that was seconded by Ms. Riggins to adjourn the meeting. Roll call vote: Ms. Frank-Hensley, yes; Mr. Krachinsky, yes; Mr. Slocum, yes; Ms. Padrutt, yes; Ms. Riggins, yes; Mr. Rosales, yes. The meeting was adjourned at 9:07 p.m.

Respectfully submitted:

Daniel Schneider Jr., Mayor

Date

Katie Iaconis, Fiscal Officer

VILLAGE OF PENINSULA AND BOSTON TOWNSHIP
RESOLUTION NO.: 08-2026 (JOINT RESOLUTION)
INTRODUCED BY: _____
DATE PASSED: _____

**A JOINT RESOLUTION AUTHORIZING THE CONTINUANCE OF THE ONE MILL
CEMETERY MAINTENANCE TAX FOR THE VILLAGE OF PENINSULA AND
BOSTON TOWNSHIP UNION CEMETERY ASSOCIATION**

WHEREAS, the Village of Peninsula (“Village”) and Boston Township (“Township”) have entered into a Union Cemetery Association to manage the public cemeteries in the community; and

WHEREAS, the joint meeting of the Village Council (“Council”) and Township Board of Trustees (“Board”) was held on May 12, 2026 pursuant to Ohio Revised Code Section 759.34; and

WHEREAS, the Council and Board believe that continuation of the one mill levy on taxable property for cemetery purposes is in the best interests of the Village and Township.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Peninsula and the Board of Trustees of Boston Township, Summit County, Ohio, to wit:

SECTION 1. That Council and the Board hereby and herein authorize the continuation of the levy of the one mill (1.0 mill) tax upon taxable property for cemetery purposes for the tax year 2026.

SECTION 2. All formal actions of the Council and Board concerning and relating to the adoption of this Resolution were taken in an open Joint Meeting of the Council and Board, and all deliberations that resulted in such formal action were taken in meetings open to the public and/or in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. This Resolution shall take effect and be in force after the earliest period permitted by law.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ day
of _____, 2026.

RESOLUTION 08-2026 (JOINT RESOLUTION)
PAGE TWO

Passed:

Daniel Schneider, Jr., Mayor, Village of Peninsula

Amy Anderson, Chair, Boston Twp. Bd. of Trustees

Attest:

Katie Iaconis, Fiscal Officer, Village of Peninsula

Approved as to Legal Form.

Bradric T. Bryan, Solicitor, Village of Peninsula

I, Katie Iaconis, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, do hereby certify that the foregoing Resolution was duly passed by the Council of the Village of Peninsula and Board of Trustees of Boston Township, at a joint meeting held on the 12th day of May, 2026.

Katie Iaconis, Fiscal Officer

Posting Certificate

I, Katie Iaconis, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, hereby certify that there is no newspaper published in the Municipality, and publication of the foregoing Resolution was made by posting true and accurate copies thereof at five of the most public places in the Village as previously determined by Council, each for a period of at least fifteen days, as follows:

1. Terry Lumber & Supply;
2. Valley Fire District;
3. Peninsula Library & Historical Society;
4. Peninsula Village Hall Lobby; and
5. Peninsula Post Office.

Katie Iaconis, Fiscal Officer, Village of Peninsula



Brad Bryan <bbryan@gbs-llp.com>

Fwd: Layout Review - Peninsula Street Signs

1 message

Faith Dorton <admin@villageofpeninsula-oh.gov>

Fri, May 1, 2026 at 10:45 AM

To: Brad Bryan <bbryan@gbs-llp.com>

Cc: Maintenance Account <maintenance@villageofpeninsula-oh.gov>, Mayor Account <mayor@villageofpeninsula-oh.gov>

Hi Brad,

Can we add this to the next Council Meeting Agenda?

Thank you,

Faith

Administrative Assistant

VILLAGE OF PENINSULA

1582 Main Street | Peninsula, OH 44264

Website: <https://villageofpeninsula-oh.gov/>

Phone: 330-657-2151 | Fax: 330-657-2372

----- Forwarded message -----

From: **Faith Dorton** <admin@villageofpeninsula-oh.gov>

Date: Tue, Apr 28, 2026 at 8:30 PM

Subject: Re: Layout Review - Peninsula Street Signs

To: <summitmemorials.sales@gmail.com>

Cc: Mayor Account <mayor@villageofpeninsula-oh.gov>

Hi Kenneth,

I appreciate you getting this over to me! I have included our Mayor to the thread to loop him in.

Thank you,

Faith

Administrative Assistant

VILLAGE OF PENINSULA

1582 Main Street | Peninsula, OH 44264

Website: <https://villageofpeninsula-oh.gov/>

Phone: 330-657-2151 | Fax: 330-657-2372

On Wed, Apr 22, 2026 at 10:57 AM <summitmemorials.sales@gmail.com> wrote:

Good morning,

Attached, please find the layout design for the street signs. The cost is \$1,400.00 per sign, with a total amount of \$5,600.00. If your organization is tax exempt, we kindly request that you provide an updated tax-exempt form. Should you require any further information, please do not hesitate to contact us.

Sincerely,

Kenneth Noon

Company Owner

Summit Memorials, Inc

140 W. Wilbeth Rd

Akron, Ohio 44301

Phone 330-773-2385

Fax 330-773-2820



26 Peninsula Street Signs.pdf

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26 VILLAGE OF PENINSULA

**CUSTOMER HEREBY AGREES THAT SUMMIT MEMORIALS SHALL NOT
BE HELD RESPONSIBLE FOR ERRORS IN PLACEMENT OF NAMES ON THIS MEMORIAL,
IN THE SPELLING OF THE NAMES, NOR ERRORS IN DATES OF BIRTH AND DEATH
IF MEMORIAL IS LETTERED AS SHOWN ABOVE**

DESIGNED BY



330-773-2385

VILLAGE OF PENINSULA RECORDS RETENTION AND DISPOSAL POLICY AND SCHEDULE

1. Purpose and Legal Authority.

This policy establishes the official system for managing, retaining, and disposing of public records of the Village of Peninsula. All records shall be created, maintained, and disposed of in accordance with **Ohio Revised Code 149.39**, the **Ohio Municipal Records Manual**, and guidance issued by the **Ohio History Connection – State Archives**. This policy applies to all departments, elected officials, boards, commissions, and employees of the Village.

2. Adoption of State Standards.

The Village adopts the following as its governing authorities for records management:

- The **Ohio Municipal Records Manual** (latest edition).
- The **Municipality Suggested Records Retention Schedule** issued by the Ohio History Connection.
- The **RC-2 Records Retention Schedule** incorporated into this Policy and approved by the Village Records Commission.

Where retention periods differ, the longer period applies, unless otherwise approved by the State Archives.

3. Village Records Commission.

3.1 Composition.

Under O.R.C. Section 149.39, the Village Records Commission consists of:

- The Mayor (Chair);
- The Fiscal Officer;
- The Solicitor; and
- One member of the public appointed by the Mayor.

3.2 Responsibilities.

The Records Commission shall:

- Review and approve the Village's RC-2 Records Retention Schedule;
- Review and approve RC-1 (One-Time Disposal) and RC-3 (Certificate of Disposal) forms;
- Meet at least once every six months and as needed;
- Maintain minutes of all meetings; and
- Submit approved RC-2 schedules to the Ohio History Connection and Auditor of State.

4. Records Retention Schedule (RC-2).

The RC-2 schedule attached to this policy is the official retention schedule of the Village. No record may be destroyed unless:

- It appears on the approved RC-2;
- Its retention period has expired; and
- Disposal has been approved via RC-3 when required.

5. Public Records.

All records shall be maintained and made available in accordance with the Village's Public Records Policy and ORC 149.43.

6. Electronic Records.

Electronic records, including email, databases, digital files, and cloud-stored materials, are subject to the same retention periods as their paper equivalents.

Departments must ensure:

- Secure storage;
- Regular backups;
- Migration to updated formats; and
- Protection from unauthorized access.

7. Litigation Holds.

When litigation, an audit, or investigation is pending or reasonably anticipated, all relevant records must be preserved regardless of the applicable retention period. The Solicitor will issue and lift holds.

8. Training and Compliance.

- All Village employees shall receive training on:
 - Public records;
 - Retention requirements; and
 - Proper storage and disposal.

Department heads are responsible for compliance.

9. Review Cycle.

This policy shall be reviewed at least every five years or upon issuance of updated State guidance.

Attachment A - Village of Peninsula RC-2 Records Retention Schedule.

A. Council and Legislative Records.

Agendas & Packets - 5 years

Audio or Video Records of Meetings – Permanent

Bids (Successful) – 15 years after completion of project

Bids (Unsuccessful) – Audit plus 1 year

Codified Ordinances (superseded) - Until superseded + 2 years

Contracts and Agreements – 15 years

Council Committee Records - 5 years

Council Member's Files – Term of office then appraise for historical value

Correspondence – Until no longer administrative value

Index to Council Minutes or Legislation – Permanent

Invitations to Bid – 2 years

Leases – 2 years after expiration for equipment; 5 years after expiration for real estate

Legal Notices – 5 years

Legal Opinions – Permanent

Legislation – Permanent

Minutes – Permanent

Oaths of Office of Elected Officials – 10 years after the official leaves office

Petitions – 5 years

Proclamations – 2 years

Public Hearing Notices - 3 years

Reports to Council – 5 years

Requests for Proposals – 2 years

Sign in Sheets – 1 year

B. Administrative Records.

Administrative Policies & Procedures - Until superseded + 2 years

Annual Reports – Permanent

Blank Forms – Until revised, obsolete, or superseded

Bulletins, Posters, and Notices to Employees – Until no longer administratively necessary

Contracts and Agreements – 15 years after expiration or termination

Correspondence

Routine Form Letters – 1 year

General – 2 years

With Legislative Branch – 5 years

Executive – 5 years

Disaster Plans – Until updated or superseded

Grant/Loan Files (awarded) - 5 years after termination or in accordance with terms of grant, whichever is greater.

Grant/Loan Files (not awarded) - 2 years after notification of denial

Insurance Policies - Expiration + 6 years, provided no claims pending

Inventories – Until superseded, provided audited

Legal Opinions - Permanent

Lists (Various) – Until updated or obsolete

Press Releases – 2 years then assess for historical value

Property Inventories – 3 years

Orders, Directives, and Policies – Until superseded, plus 3 years, then evaluate for historical value

Price Quotes – Until no longer of administrative value

Records Requests – 4 years

C. Fiscal Office Records.

- Accounts Ledger** - 5 years after last entry, provided audited
- Accounts Payable and Receivable Ledgers** – 3 years provided audited
- Accounts Receivable Ledger (Income Tax)** – 6 years
- Annual Budgets & Appropriations** – Permanent
- Annual Certificates of Estimated Resources** – 7 years
- Annual Financial Reports (Hinkle, etc.)** – Permanent
- Annual Report to Auditor of State** – 5 years
- Appropriation Ledger** – 5 years, provided audited
- Assessment Records** – Until paid and audited
- Audit Reports** – 5 years
- Bad Check or Bad Debt Records** – 2 years after payment or settlement
- Balance Sheets** – 3 years
- Bank Deposit Records** – 3 years, provided audited
- Bank Statements & Reconciliations** – 3 years, provided audited
- Bid Bonds (Successful Bidder)** – Retain until acceptance of project perf. bond
- Bid Bonds (Unsuccessful Bidder)** – Return after project awarded
- Bond Register** - Permanent
- Cancelled Checks** – 3 years, provided audited
- Capital Improvement Bonds** – Until paid off and audited, appraise for hist. value
- Cash Books/Ledgers/Reports, Receipts/Disbursements** – 3 years, provided audited
- Check Registers** – 3 years, provided audited
- Checks- Voided** – Until audited
- Damage Claims** – Until settled and all appeals exhausted
- Deposit Refund Requests** – Until deposit is refunded and account audited

Employee Sick Leave and Vacation Records – Permanent

Encumbrance Documents – 3 years

Expenditures and Revenues Register – Audit plus 5 years

Federal Revenue Sharing Accounts – 7 years, provided audited

Financial Reports (Monthly and Quarterly/Semiannual/Annual) – Until replaced by next annual report covering that period

Fixed Asset Records – 10 years

Gasoline Use Records – Audit plus 2 years

General Ledger – 25 years

Indebtedness Statements - Permanent

Intergovernmental Tax Receipts – 3 years, provided audited

Investment Records – 3 years, provided audited

Invoices and Supporting Documents -3 years

Overtime Authorizations – 2 years, provided audited

Overtime Reports – 2 years, provided audited

Payment Files – 3 years

Payroll Records - 6 years

Performance Bonds – After project successfully completed and accepted or conclusion of contract

Petty Cash Records – 3 years, provided audited

Prevailing Wage Records – 3 years

Purchase Orders & Vouchers - Audit plus 3 years

Retirement System Records - Permanent

Settlement Sheet or Tax Distribution from County Fiscal Officer – 10 years

Special Assessments – Until paid off and audited

State Income Tax Report – 25 years

Tax Abatement Records – Duration of the abatement, plus 3 years

Tax Records (Local income tax) - 6 years

Tax Returns (Employer) – Audit plus 5 years

Tax Settlement Reports - 3 years, provided audited

Tax Withholding Reports – 6 years, provided audited

Timesheets and Time Cards – Audit, plus 5 years

Transmittal of Ohio Wage and Tax Statement – 6 years, provided audited

Travel Expense Records – 3 years

Unemployment Compensation Records – 5 years, provided audited

Uncollectible Income Tax Accounts – 6 years

Uniform Allowance Records – 3 years, provided audited

W-2 Forms – 6 years, provided audited

W-4 Forms – Until superseded or employee terminates

D. Human Resources Records.

Applications (Hired) – Place in personnel file

Applications (Not Hired) - 2 years

Commendations – Place in personnel file

Court Orders for Payroll Deductions – Until employee terminates or rescinded

Disciplinary Action Records – Termination of Employment + 2- years

Employee Evaluations – Employment end date plus 6 years

Employee Income Tax Withholding Certificates and Requests – 3 years after termination of employment, provided audited

Garnishment Orders – Until employee terminates or rescinded

I-9 Forms - 3 years after hire or 1 year after termination (whichever later)

Insurance Enrolment Records – 1 year after end of employment

Job Descriptions – 1 year after superseded

Leave Balance Reports – Continually maintained and updated. Purge 2 years after termination provided no outstanding balances

Leave Requests – 3 years, provided balances journalized

Letter of Appointment – Place in personnel file

Letter of Reference – Place in personnel file

Letter of Resignation - Place in personnel file

Performance Evaluations – 5 years

Personnel Files – Termination of employment + 10 years

Position Descriptions – Until superseded

Promotions – Place in personnel file

Training Records – Place in personnel file

Workers' Compensation and Unemployment Compensation Files - 10 years

E. Zoning, Planning, and Development.

Building Plans (Residential) - Completion + 3 years

Building Plans (Commercial) – Permanent

Building Plans (Municipal) – Life of structure, then appraise for historical value

Certificates of Insurance – 2 years after expiration, provided no claims pending

Code Enforcement Case Files - 5 years after closure

Complaints – 2 years, provided no action pending

Condemnation/Demolition Records – Permanent

House Number Records – Permanent

Inspection Reports – 5 years

Licenses and Certificates – 5 years

Occupancy Permits or Certificates – Permanent

Performance Bonds – 10 years after expiration

Permits - Permanent

Permit Applications – 2 years from closure

Photographs – 2 years after closure of case

Planning Commission and BZA Case Files – 10 years
Research Files – Until no longer of administrative value
Street Vacation Case Files -Permanent
Subdivision Files – Permanent
Subdivision Plats - Permanent
Violations – Until corrected or adjudicated by a court
Zoning Maps - Permanent
Zoning and Other Permits - Permanent
Zoning Variances & Appeals - Permanent

F. Police Department.

Accident Reports (Property Damage, Bodily Injury, Traffic) – 6 years
Alarm Records – 1 year
Animal Control Records and Animal Complaints – 3 years
Annual Reports – Permanent
Arrest Cards – 15 years
Arrest Records - 50 years
Background Checks – 2 years
Booking Videos – 30 days and erase unless action pending?
Breathalyzer Records - 10 years
Correspondence
Child Abuse Case Records – 20 years
Citizen Complaints – 4 years, provided no action pending
Compliance Reports – 5 years, provided no action pending
Criminal Case Files - 25 years or per state guidance
Dispatch Logs - 3 years

Expunged Records – Destroy all files, records, and computer references when expungement order received from court

FBI/BCI Investigation Reports – 3 years

Fingerprint Cards – Until age 80 years or deceased

Firearm Records and Inventories – 3 years, provided audited

Incident Reports (Non-Criminal) - 5 years

Incident Reports (Criminal) – 50 years

Inventories – 3 years, if audited

Junk Vehicle Files – 2 years after disposition or close of file

Juvenile Records – Until person turns 18 years old or receipt of expungement order

LEADS Records -2 years or destroy when no longer administratively necessary

Liquor Permit Records – 3 years

Master Name Index – Permanent

Missing Person Reports – 20 years, until found

Monthly Reports – Permanent unless incorporated into annual report

Orders from Chief or Officers – 5 years, unless still in effect

Parking Tickets – 3 years, if audited

Property Room Log/Records – 25 years

Radio Logs/911 printed readouts – 2 years

Recovered Property Records – 2 years after disposal of property

Ride Along Forms – 3 years

Seizure Logs – 6 years

Schedules - 3 years

Subpoenas, Summonses, or Warrants – Until served, discharged, or withdrawn

Tow Tickets and Records -3 years after paid, provided audited

Traffic Tickets -3 years, provided audited

Vacation House Check Records – 30 days after owners return

Video Recordings (Body Cam, Dash Cam) – In accordance with Police Department Policies and Technical Retention Settings

Video Recordings Related to Cases – Until conclusion of case

G. Legal Records.

Case Files (Civil) – 10 years, provided no action pending

Claims for Damages – 4 years after denied, case settled, and all appeals exhausted

Court Transcripts – 3 years after termination of case and all appeals exhausted

Deeds – Permanent

Easements – Permanent

Legal Notices – 5 years

Liability Waivers – 3 years provided no action pending

Settlements – 3 years

H. General Village Records.

Correspondence

Routine Form Letters – 1 year

General – 2 years

Involving Legislative Branch – 5 years

Involving Mayor's Office – 5 years

Delivery Slips/Packing Slips – 2 years

Drafts and Informal Notes – Until no longer administratively needed

Emails – 2 years or until no longer of administrative value

Equipment Inventories – 3 years

Equipment Maintenance Records – Life of equipment

Fax Records – Treat as correspondence

Fuel Usage Records – Audit, plus 2 years

Mail – Until no longer administratively necessary

Mail Logs – 2 years

Mailing Lists – Until updated, superseded, or obsolete

Manuals and Handbooks – Until superseded, obsolete, or replaced and then retain for 5 years

Meeting Notices – 1 year

Municipal Publications – Until superseded or obsolete, then evaluate for historical value

Orders, Directives, and Policies – Until superseded and audited

Operating or Maintenance Manuals – Maintain until equipment is disposed

Photos – Until no longer current or of administrative value, then appraise for historical value

Photos (Digital) - Until no longer current or of administrative value, then appraise for historical value

Press or News Releases – 3 years

Records Retention Documents – Permanent

Records Requests – 3 years

Speeches/Presentations – 3 years

Texts – Until no longer of administrative value

Training Records - 7 years

Transient Documents (Includes telephone messages and recordings, appointment books, calendars, items of temporary importance in lieu of oral communication) – Until no longer administratively necessary

Vendor and Supplier Information – Until no longer of administrative value

Warranties – 2 years after expiration

Work Schedules – 3 years

H. Records Management.

- **RC-1, RC-2, RC-3 Forms** — Permanent
- **Records Commission Minutes** — Permanent
- **Destruction Logs** — Permanent

Attachment B - Disposal Procedures.

RC-1 is used for one-time disposal of obsolete records.

RC-3 is used for ongoing disposal of records listed on the RC-2.

No records may be destroyed without Records Commission approval.

Records containing confidential information must be securely destroyed.

311.02 PUBLIC EVENTS POLICY AND PERMIT.

(a) Purpose and Scope. The Village recognizes that public events enhance the quality of life and economic vitality of our historic community. However, due to our unique geography within the Cuyahoga Valley National Park and our limited infrastructure, this policy ensures that events are conducted safely, minimize disruption to residents, and protect Village resources.

(b) Definition of Event. For the purposes of this policy, an “event” is defined as any planned occurrence, march, procession, or assembly open to the public on public or private property that significantly impacts the normal flow of traffic, requires the use of Village personnel or resources, or involves a gathering that exceeds typical occupancy of the site.

(c) General Requirements. No person, group of persons, or organization shall conduct or participate in any event that is open to the public or block off any street or highway area, without first obtaining a permit from the Mayor.

(d) Permit Applications. Applications for permits under this section shall be made on such forms prescribed by the Mayor, shall be filed with the Mayor, and shall contain such information necessary for determining whether a permit should be issued. Applications shall be filed before the time intended for such event and in accordance with the timeframes set forth in Subsection (e) of this ordinance. The Mayor shall make a determination on the application within ten days of the date on which the application is filed. The Mayor has the discretion to grant an event permit related to celebrations or protests of Local, State, Federal, or World Events upon shorter notice if it is determined by the Mayor and Chief of Police, or their designees, that the Village is able to provide the required safety resources and services within the timeframe between the filing of the application and the time of the parade, event, assemblage, or procession. The required information provided in the application shall include, at a minimum:

- (1) The estimated number of participants.
 - (2) A detailed route map, including assembly and dispersal areas.
 - (3) A description of equipment, signage, or other event logistics.
 - (4) Proof of liability insurance coverage for the event with minimum coverage amounts of \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
 - (5) Any additional safety and resource requirements, such as police, fire/EMS, street closures, public service and sanitation, and/or utility use.
- (e) Event Tiers and Application Filing Timeframes.
- (1) Tier One (Small): Under 50 attendees. Block parties or small gathering with no road closures or commercial vendors. Deadline for application 30 days.
 - (2) Tier Two (Medium): 50-250 attendees. May require minor police assistance, food vendors, or use of public squares. Deadline for application 60 days.

(3) Tier Three (Large): 250+ attendees. Festivals, races, or parades requiring closures and multidisciplinary department coordination. Deadline for application 90 days.

(f) The Village shall establish predetermined event routes that are designed to minimize disruptions to traffic and residential areas. Events should prioritize using the designated routes unless alternate routes are approved by the Mayor and Chief of Police or their designees based upon public safety and logistical needs. Organizers are responsible for submitting a parking plan for events exceeding 100 attendees. Shuttles are recommended for Tier 3 events. All events must adhere to the hours of the Village of Peninsula's noise ordinance.

(g) Fees for events shall be assessed based upon their size and the Village services anticipated to be required. Fees shall be in accordance with the specified fees and/or fee ranges set forth in the Event Fee Schedule contained in Subsection (l) of this ordinance. The additional costs associated with these permits shall consider the event's anticipated need for Village resources such as police, street closure, public service and sanitation, and utility usage. A cost breakdown related to the issuance of a permit shall be provided to the applicant in connection with the permit application process. If the Village determines that Village personnel, vehicles, and/or services are required in connection with the event, a minimum of four hours shall be charged for each Village employee, Village vehicle, and/or service required, at an hourly rate determined by the Fiscal Officer, or their designee, that approximates the Village's actual cost for the required employees, vehicles, and services. If the event lasts for more than four hours, and/or the above personnel, vehicles, and/or services are required for more than four hours, the applicant shall be responsible for the actual time the Village employees, vehicles, and other services are on scene in connection with the event.

(h) The permit may be refused or cancelled if:

- (1) The time, place, size, or conduct of the event, including the assembly areas and route, would unreasonably interfere with the public convenience, the safe use of the streets and highways, or violate predetermined route guidelines.
- (2) The event requires a diversion of Village resources to the extent that it impairs regular Village functions, including police or public service and sanitation services.
- (3) The event conflicts with, or would strain resources from a Village sponsored parade, event, assemblage, procession, or race, or another parade, event, assemblage, procession, or race for which a permit has been issued.
- (4) The application contains false, misleading, or incomplete information.
- (5) An emergency such as a fire, storm, or other unforeseen event would prevent the proper conduct of the event.

(i) Security. Event organizers shall be responsible for hiring off-duty Village police officers

to provide necessary traffic control and crowd management services during the event, in accordance with the Village's safety standards. The number of officers required will be determined by the Chief of Police or their designee based upon the size and requirements of the event and its route and/or location. Applicants shall not be permitted to utilize private or non-Village security for the event without the permission of the Police Chief or their designee.

(j) The permit may prescribe reasonable conditions, including:

- (1) Hours of assembly and dispersal.
- (2) Use of predetermined or alternate approved routes.
- (3) Portions of streets that may be used or occupied.
- (4) Village and Fire Department resources necessary for the event, such as police, public service and sanitation, utility usage, and off duty Fire/EMS.

(k) In addition to permit fees, organizers may be responsible for the costs of additional Village services required for the event, such as trash removal, restroom facilities, or utility access, to ensure minimal disruption to residents and businesses.

(l) Event Fee Schedule.

- (1) Persons, For-Profit Organizations and Entities, and Non-Profit Organizations and Entities Not Based in the Village.

\$500 per event, plus actual additional costs to the Village and \$1,000 deposit. After the event and all additional costs from the event are calculated, any additional costs will be billed or deposit funds entitled to be refunded will be returned. If multiple events encompassed by this section are held by the same entity on the same day within a four-hour timeframe, only one permit fee and deposit will be required.

- (2) Village affiliated or based public and private schools or parent-teacher organizations, or non-profit entities based in Peninsula.

No fee.

(m) Appeals. A determination denying an application for a permit for a parade, event, assemblage, procession, or race upon any public street or highway may be appealed to the Summit County Common Pleas Court within thirty days of the date the application was denied.

VILLAGE OF PENINSULA PUBLIC EVENT PERMIT APPLICATION

1. Applicant & Organization

- Organization Name: _____
- Primary Contact: _____
- Phone: _____
- Email: _____

2. Event Overview

- Event Title: _____
- Dates(s): _____
- Hours: _____
- Location/Address: _____
- Estimated Total Attendance: _____

3. Requirements and Logistics

- _____ Road Closures Requested (map must be attached)
- _____ Amplified Music/Sound
- _____ Alcohol Sales (Requires permit)
- _____ Tents or Temporary Structures
- _____ Food Trucks (County Health Dept. current food operation permit to be displayed)
- _____ Certificate of Insurance Coverage Naming the Village as Additional Insured with Minimum Coverage Amount of \$1,000,000 per occurrence and \$2,000,000 in the Aggregate

4. Acknowledgement & Signature

By signing below, I certify that I am authorized to act on behalf of the applicant organization. I agree to indemnify and hold harmless the Village of Peninsula from any claims resulting from this event. I understand that failure to comply with Village ordinances may result in immediate revocation of this permit.

Signature: _____ Date: _____

Print Name and Title: _____

VILLAGE OF PENINSULA, OHIO
ORDINANCE NO.: 07-2026
INTRODUCED BY: _____
DATE PASSED: _____

**AN ORDINANCE AMENDING CHAPTER 1125 OF THE VILLAGE ZONING CODE
RELATING TO OFF-STREET PARKING**

WHEREAS, Chapter 713 of the Ohio Revised Code authorizes the Village to enact zoning code regulations and amend those regulations from time to time; and

WHEREAS, in order to make the Village off-street parking requirements more tailored to the use and needs of the particular property, at its November 24, 2025 and March 16, 2026 meetings, the Village Planning Commission recommended to Council that it enact certain amendments to Chapter 1125 of the Village Zoning Code relating to Off-Street Parking requirements for entities located in the Commercial and Mixed-Use zoning districts; and

WHEREAS, on March 28, 2026, a Council vote on the passage of Ordinance 26-2025 failed due to the lack of a sufficient number of affirmative votes; and

WHEREAS, Council now desires to adopt the recommendations of the Planning Commission with respect to the proposed Chapter 1125 amendments.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Peninsula, Summit County, Ohio, to wit:

SECTION 1. That Council hereby amends Chapter 1125 of the Village Zoning Code relating to Off-Street Parking, as indicated in the attachment hereto that is incorporated herein by reference.

SECTION 2. That it is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public and/or in compliance with all legal requirements.

SECTION 3. That this Ordinance shall be effective as of the earliest date permitted by law.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ day of _____, 2026.

Passed: _____
Daniel Schneider, Jr., Mayor

Attest: _____
Katie Iaconis, Fiscal Officer

Approved as to Legal Form. _____
Bradric T. Bryan, Solicitor

I, Katie Iaconis, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, do hereby certify that the foregoing Ordinance was duly passed by the Council of the Village of Peninsula, at a meeting held on the _____ day of _____, 2026.

Katie Iaconis, Fiscal Officer

Posting Certificate

I, Katie Iaconis, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, hereby certify that there is no newspaper published in the Municipality, and publication of the foregoing Ordinance was made by posting true and accurate copies thereof at five of the most public places in the Village as previously determined by Council, each for a period of at least fifteen days, commencing on the _____ day of _____, 2026, as follows:

1. Terry Lumber & Supply;
2. Valley Fire District;
3. Peninsula Library & Historical Society;
4. Peninsula Village Hall Lobby; and
5. Peninsula Post Office.

Katie Iaconis, Fiscal Officer

CHAPTER 1125

Schedule of Off-Street Parking

1125.01 Intent.

1125.02 Off-street loading and unloading space.

1125.03 Off-street parking development conditions.

1125.04 Table.

1125.05 Municipal facilities.

1125.06 Regulations for the development and maintenance of parking lots.

1125.07 Parking Requirements in the Commercial and Mixed -Use Districts

1125.01 INTENT.

The intent of this chapter is to provide for adequate private passenger vehicle and delivery truck parking for different types of land uses within the Village and to set standards for the construction and use of off-street parking facilities. Within this chapter, standards have been identified for:

- (a) The temporary parking of trucks with the primary intent of delivering goods for storage and/or sale to the general public;
- (b) The temporary parking of private passenger vehicles as a use incident to a principal use; and
- (c) The temporary parking of private passenger vehicles as a principal use of the site to serve another use district which has developed without adequate off-street parking.

1125.02 OFF-STREET LOADING AND UNLOADING SPACE.

Whenever reasonably possible, ~~On~~ on the same premises with every building, structure, or part thereof, erected and occupied within the C Commercial District and the MU Mixed Use District there shall be provided and maintained on the lot, adequate space for standing, loading and unloading services in order to avoid undue interference with public use of the streets or alleys. Loading spaces shall be as approved by the Planning Commission through the site plan approval process. Such space shall include a 10 foot by 55 foot loading space, with 14 foot height clearance, for every 10,000 square feet or fraction thereof, in excess of 2,000 square feet of building floor use or land use for the above mentioned purposes. A 10 foot by 25 foot loading space with a 14 foot height clearance shall be required for non-residential uses of 2,000 or less square feet of building floor use or land use.

1125.03 OFF-STREET PARKING DEVELOPMENT CONDITIONS.

In all zoning districts, off-street parking facilities for the storage or parking of private passenger vehicles hereafter erected, altered or extended after the effective date of this Ordinance shall be provided and maintained as herein prescribed:

- (a) The loading space as required in Section 1125.02 shall not be construed as supplying any off-street parking space.
- (b) When units or measurements used in determining the number of required parking spaces result in requirement of fractional space, any fraction up to and including one-half shall be disregarded and fractions over one-half shall require one space.

(c) Whenever ~~there a use requiring off-street parking is an~~ increased in floor area or changed in zoning use, ~~and such use is located in of~~ a building existing on or before the effective date of this Ordinance, ~~the Planning Commission shall evaluate the need for additional parking per Section 1125.07. If additional parking is determined to be required it may be provided on site or within 500 feet of the building through agreements with other property owners. Any agreement with other property owners shall be approved by the Planning Commission and approved as to form by the Village's Legal Counsel. Such agreement shall be recorded with the Summit County Fiscal Office. If the zoning use requiring an agreement with other property owners to meet the parking requirement is being leased, the property owner shall make any future lease to a similar zoning use subject to the agreement. If the zoning use of a property subject to a parking agreement changes, the parking requirements shall be re-evaluated by the Planning Commission. Any previous agreements may be subject to change.~~ additional parking space for such additional floor area or changed use shall be provided and maintained in amounts hereafter specified for such use; provided, however, in the existing business districts where the Village and various property owners have or may cooperatively develop parking facilities, and additional parking space as required for the increased floor space is not available within the required 300 feet as required in this Ordinance, the Commission may, through negotiations with the owner of such property, vary the location of such required parking spaces or agree to the owner's participation in other authorized parking facilities which will furnish the same amount of space as required for his increased floor space within a distance of not more than 500 feet of the building.

(d) For the purpose of this chapter, "floor area" in the case of offices, merchandising or service types of use, shall mean the gross floor area used or intended to be used for services to the public as customers, patrons, clients or patients or as tenants, including areas occupied for fixtures and equipment used for display or sale of merchandise.

(e) Off-street parking facilities for one- and two-family dwellings shall be located on the same lot or plot of ground as the building they are intended to serve. The location of required off-street parking facilities for other than one and two-family dwellings and all multiple dwellings shall be within 500 feet of the building they are intended to serve, measured from the nearest point of the off-street parking facilities to the nearest point of the building.

(f) In the case of a use not specifically mentioned, the requirements for off-street parking facilities for a use which is mentioned and which such use is similar shall apply.

(g) Nothing in this chapter shall be construed to prevent collective provision of off-street parking facilities for two or more buildings or uses, provided that, collectively, such facilities shall not be less than the sum of the requirements for the various individual uses computed separately in accordance with the table in this chapter.

(h) Nothing in this section shall prevent the extension of or an addition to a building into an existing parking area which is required for the original building when the same amount of space taken by the extension or addition to a building is provided by an enlargement of the existing parking lot on the same property or an additional area within ~~500~~300 feet of such building subject to an agreement as outlined in section (c) above.

(i) Such parking areas will be used solely for the parking of private passenger vehicles for periods of less than 24 hours (excluding parking devoted entirely to single family detached, two family, accessory apartments or three family dwellings) and shall not be used as off-street loading areas.

(j) Parking lots shall be used for the parking of personal passenger vehicles. No commercial repair work or service of any kind, including washing of vehicles, or sales or display activities, shall be conducted in such parking areas.

~~(k) Such parking lots shall be used only for parking automobiles and no commercial activities, such as washing or greasing, sale of merchandise or purveying of foodstuffs, repair work or servicing of any kind shall be done thereon.~~

~~(l)~~ No building or structure shall be hereafter built or permitted, except as necessary buildings for an attendant, not more than 50 square feet each in area and not more than 15 feet in height.

~~(m)~~ Plans for development of any such parking lot must be approved by the Zoning Officer Planning Commission as required by Section 1125.07 before construction is started. No such land shall be used for parking until approved by the Administrative Official.

~~(n)~~ Any area once designated as required off-street parking shall not be changed to any other use unless and until equal facilities are provided elsewhere.

1125.04 TABLE.

(a) The amount of required off-street parking spaces for uses or buildings, additions thereto and additions to existing buildings, as outlined in Section 1125.04, shall be determined in accordance with the following table, and the space so required shall be stated in the application for a permit and shall be irrevocably reserved for such use and/or shall comply with this chapter.

(b) For those uses not specifically mentioned, the minimum requirements for off-street parking facilities shall be in accordance with a use which is similar in type and as approved by the Planning Commission.

Use	Required Parking Space(s)
(1) One-family dwellings.	Two for each dwelling unit.
(2) Two-family dwellings, multiple family dwellings, Accessory Apartments	One and one-half for each unit and/or first bedroom and one additional for each additional bedroom over one. <u>Units of 900 sq. ft. or less one space. All units over 900 sq. ft. 2 parking spaces.</u>
(3) Accessory Apartment	One per unit located on site
(4) (3), Nursing and convalescent homes and Assisted Living or similar uses.	.75 space per bed
(5) (4) —Hotels.	One and half (1.5) for each guest room,
(6) (5) —Libraries, museums, post offices. or similar uses	10 spaces plus one (1) for each 200 sq. ft. of floor area in excess of 2000 sq.ft.
(7) (6) —Theaters and auditoriums (other than incidental to schools).	One for each four seats, plus 5 spaces
(8) (7) —Churches, auditoriums incidental to schools.	One for each four seats in the main assembly area.
(9) (8) —Schools, public or private.	two (2) spaces for each classroom plus one (1) space for each 300 sq. ft. of administrative space, plus sufficient space for the safe and convenient loading and unloading of students.

(10) (9) —Assembly halls without fixed seats, community centers, civic clubs, fraternal orders, veterans’ organizations, union halls and similar types of occupancy.	One for each four people allowed within the maximum occupancy load as established by the Fire Marshal.
(11) (10) —Stadiums and sports arenas.	One for each four seats.
(12) (11) —Mortuaries or funeral homes.	One for each 50 square feet of floor space in the slumber rooms, parlors or individual funeral service rooms.
(13) (12) — <u>All Commercial uses, Industrial, Research and Laboratory uses and other uses located in the Commercial or Mixed-Use District</u> Establishments for sale and consumption on the premises of alcoholic beverages, food or refreshments.	<u>As established by the Planning Commission per section 1125.07</u> One (1) for each 50 sq. ft. or one (1) space for every 2 seats whichever is greater.
(13) Outdoor dining	One (1) space for every four (4) seats or one (1) per 100 sq. ft. whichever is greater.
(14) Medical or dental clinics, banks, business or professional offices.	One for each 200 square feet of floor area.
(15) Furniture and appliance stores, personal service shops (including beauty parlor and barber shops), household equipment or furniture repair shops, clothing or shoe repair or service shops, hardware stores, motor vehicle sales, wholesale stores and machinery sales.	One (1) space for every 250 sq. ft. of floor area
(16) All retail stores, except as otherwise specified herein.	One for each 250 square feet of floor space.
(17) Service garages, auto salesrooms, auto repair, collision shops.	One (1) space per 400 sq. ft. of sales/showroom plus one (1) space per service bay or stall plus one (1) space per 200 sq. ft. of additional floor area.
(18) Gasoline filling stations.	One (1) space per pump plus one (1) space for every 200 sq. ft. of floor area.
(19) Industrial establishments including manufacturing, research and testing laboratories, creameries, bottling works, printing shops, warehouses and storage buildings.	One (1) space for every 400 sq. ft. of floor area.
(14) (20) Indoor and outdoor amusement centers	Shall be determined by Planning Commission through the conditional use approval.

1125.05 MUNICIPAL FACILITIES.

Wherever the Council establishes off-street parking facilities by means of a special assessment district or by any other means, the Council may determine, upon completion and acceptance of such off-street parking facilities by the Council, all existing buildings or uses and all buildings erected or uses established thereafter within the special assessment district or districts shall be

exempt from the requirements of this chapter for privately supplied off-street parking facilities.

1125.06 REGULATIONS FOR THE DEVELOPMENT AND MAINTENANCE OF PARKING LOTS.

In all districts where off-street parking lots are the principal use of a site or are permitted as an adjunct to the lawful use of property therein, and such facilities provide parking privileges to owners, occupants, tenants, employees, patrons, customers, members, visitors, and invitees therein, such off-street parking lots shall be constructed and maintained subject to the following regulations:

(a) Application Requirements. An application for a permit to construct such a lot shall be submitted to the Village. After the Administrative Official has determined that the following mandatory provisions have been provided for, a permit shall be issued to the applicant. The application shall include a site plan along with all applicable construction details and elevations and shall include all items identified in this Section. All plans shall be prepared and sealed by a registered engineer.

(b) Ingress/Egress. Adequate ingress and egress shall be provided to meet the approval of the Administrative Official. Backing directly onto a street shall be prohibited.

(c) Construction Requirements. All parking lots shall, at a minimum, be surfaced and maintained with a durable and dustless surface (such as brick, stone, gravel or slag, washed silica pebbles, asphalt or concrete). All parking lots shall provide an adequate storm management system as approved by the Planning Commission in consultation with the Village Engineer and/or Zoning Officer.

(d) Lighting. All lighting used to illuminate any off-street parking area shall be so installed as to be confined within and directed onto only the parking area and property which it serves. No lighting shall be so located or visible as to be a hazard to traffic safety. Minimum light levels at any one location within the lots shall be one foot-candle, and maximum light levels at any point along the perimeter of the lot shall be one and one-half foot-candles. A lighting plan shall be submitted along with the site plan identified above and shall include all light locations, photometric diagrams and light fixture details. In addition, all off-street parking areas shall be designed and screened so as to minimize the presence of headlight glare on adjacent properties, particularly those zoned or used for residential purposes.

(e) Lots Located Opposite Residential Property. All street boundaries of such parking lots where residential property is located on the opposite side of the street shall provide screening of vehicle headlights to the residential property.

(f) Signs. No sign shall be erected upon such parking lots, except not more than one sign at each entrance to indicate the operator, the purpose for which operated and the parking rates, when charge is permitted. Such signs shall not exceed six square feet in area per site entrance and shall not extend more than eight feet in height above the nearest curb and shall be entirely upon the parking lot.

(g) Drive Width. Entry driveways shall be at least 12 feet wide for one-way travel and at least 24 feet wide for two-way travel.

(h) Layout Plan Requirements. Plans for the layout of off-street parking facilities shall be in accordance with the following minimum requirements:

Parking Angle	Stall Width	Aisle Width	Stall Length
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	(feet)	(feet)	(feet)
Parallel	9	12	23
30"	9	12	18
45"	9	13	18
60"	9	18	18
90"	9	24	18

Facilities for the parking of tour busses, motorcoaches, and other large vehicles shall be designed in accordance with and depending upon the type(s) of vehicles proposing to be accommodated on a site.

(i) Parking for the Physically Handicapped. Parking requirements for the physically handicapped shall be in conformance with the Ohio Building Code.

(j) Maneuvering Lanes. All maneuvering lane widths shall permit one-way traffic movement, except that the 90-degree pattern may permit two-way movement.

(k) Other Driveway Standards. If abutting parking spaces are arranged at an angle other than those listed above, the minimum driveway width shall be determined according to the next higher standard from the table. For example, if 75-degree angle parking is provided, the minimum driveway width shall be the standards for 90-degree angle parking or 24 feet.

(l) Driveway Width for Driveways Used by Large Vehicles. If the driveway is regularly used by trash collection vehicles, delivery trucks or other large vehicles, the minimum width shall be increased to 24 feet.

(m) Other Improvements. Except for single- and two-family dwellings on individual lots, where three or more unenclosed parking spaces are provided, exclusive of driveways, the following additional improvements are required:

(1) Drainage. Parking areas shall be appropriately graded and equipped with facilities to collect and store stormwater on-site and transmit it to the approved public facilities, as determined by the Village Engineer and/or Zoning Officer.

(2) Marking. All parking spaces shall be appropriately marked with painted lines.

(n) Shared Parking and Access Facilities. In conjunction with multiple-family or nonresidential uses, two or more adjoining properties may be developed with shared parking and access facilities when approved under a single unified site plan. In such cases, the setbacks, curbing and perimeter landscaping requirement of this section shall not apply along the common property line.

(o) Setback Requirements. The setbacks of all off-street parking lots shall be in accordance with the requirements identified below:

(1) Front yard. No parking lot stalls or aisles shall be located closer than 5 feet to the public road right-of-way. In addition, and whenever possible, parking should be located behind building.

(2) Side yard on interior lot lines. No parking lot stalls or aisles shall be located closer than 10 feet to the adjoining parcel property line of a residential use and must be screened in accordance with section (q) herein. Parking lot stalls and aisles shall be permitted to abut the property line of an adjacent non-residential use.

(3) Side yard on street side of corner lots. No parking lot stalls or aisles shall be located closer than 5 feet to a street right-of-way.

(4) Rear yard. No parking lot stalls or aisles shall be located closer than 5 feet to the rear property line of nonresidential uses. When a parking lot is located adjacent to any residential use, the setback shall be 10 feet.

(5) Rear yard abutting a street. No parking lot stall or aisle shall be located closer than 5 feet to a street right-of-way.

(p) Landscape Screen Requirements. When required, parking spaces and parking areas shall be effectively screened with perimeter landscaping on all sides adjacent to or visible from adjacent properties, streets or alleys. Any parking area containing more than 50 spaces shall also include interior landscaping to further reduce the visual impacts of the areas, to reduce their heat radiation effects, to improve oxygen generation, and to reduce air pollution.

(1) Installation/maintenance. Landscape screening shall be installed and maintained as required in this Ordinance.

(2) Screening. Screening shall be provided for all non-residential uses where three or more unenclosed parking spaces are provided exclusive of driveways. Screening shall be provided in accordance with a landscape plan submitted as part of the application and shall meet the design standards identified in this Ordinance.

(q) Design Standards for Landscape Screen Requirements.

(1) Deciduous or evergreen shrubs used in a perimeter landscape screen shall be at least two feet high at initial planting and shall be expected and permitted to grow to a height of at least three feet within two years of planting; such materials shall be expected and permitted to grow to a height of five feet. A solid six (6) ft fence may be installed in combination with the plant material if approved by the Planning Commission.

(2) At initial planting, deciduous trees shall be a minimum of two- and one-half-inch caliper, ornamental trees a minimum of two-inch caliper and evergreen trees a minimum of five feet in height.

(3) The required height of a perimeter landscape screen may be reduced where it is determined by the Village Engineer and/or Zoning Officer that such landscaping would interfere with traffic safety and visibility.

(4) The required height of a perimeter landscape screen may be increased where significant changes in elevations between an adjacent property or public right-of-way make it necessary to comply with the intent of this Ordinance.

(5) The selected combination of plant materials shall be a harmonious combination of living deciduous and evergreen trees, shrubs and vines irregularly spaced to provide an effective year-round screen and to present an aesthetically pleasing view, and all quantities shall be based on the on a landscape plan that has been submitted and approved by the Planning Commission.

(6) Loose groundcover or mulch materials shall be placed or effectively contained so they do not spill over into parking and access facilities or the public right-of-way.

(7) All required landscape features within three feet of the edge of parking or access facilities shall be protected from vehicle encroachment by curbing, wheel stops or similar means.

(8) Where 50 or more parking spaces are provided, there shall be at least 10 square feet of interior landscaped area per space provided within the overall perimeter of the parking area.

(9) Interior landscaped areas shall be at least 125 square feet in an area with a minimum dimension of no less than eight feet.

(10) At least one shade tree of a minimum two- and one-half-inch caliper shall be planted in each interior landscaped area.

(11) There shall be at least one interior landscaped area for each 50 parking spaces provided or fraction thereof.

(12) The application of the above standards may be adjusted, in part or in whole, to allow credit for healthy plant material to be retained on or adjacent to the site if such an adjustment is consistent with the intent of this article.

(13) Planning Commission may waive or modify any of the above listed criteria as part of the site plan review provided the intent of this section is maintained.

(r) Maintenance. It shall be the responsibility of the owner and occupant of the property to maintain all parking and access facilities in a safe and usable condition. This includes, among other things, patching, sealing and replenishing paving; repainting space markings; repairing or replacing curbing or wheel stops and cleaning on-site drainage facilities. It shall also be the responsibility of the owner and occupant to maintain required landscape in neat, clean, orderly and healthful condition. This includes, among other things, pruning, mowing, weeding, litter removal, replacement of dead or diseased plants, repair or replacement of broken or damaged walls, and the regular feeding and water of plant materials.

1125.07 PARKING REQUIREMENTS IN THE COMMERCIAL AND MIXED -USE DISTRICTS

(a) To maintain flexibility, encourage the redevelopment or development of parcels within the Commercial and Mixed-Use Districts and to ensure that parking areas are the appropriate size for the proposed uses, the Planning Commission shall determine the appropriate number of parking spaces necessary on a site based on the following criteria:

1. In addition to the site plan, the submission of a parking assessment by the developer or property owner that evaluates the number of parking spaces that includes:

- A. A list of proposed use or uses of the property;
- B. The peak demand for each use;
- C. The location and number of required handicapped parking;
- D. A completed Village Shared Parking Analysis form;
- E. A list of current uses within 500 feet of the site;
- F. Location of on street parking adjacent to the site and number of spaces;
- G. Location of public parking within 500 feet of the site;
- H. Availability of shared private parking including an agreement for use of such parking;
- I. Provisions for bike parking.
- J. Provisions for loading and unloading of deliveries and supplies.

2. The Planning Commission shall review the parking assessment and evaluate the appropriateness of the proposed parking based on the following criteria:

- a. If there is a housing component in the project, on-site parking shall be provided for each unit;
- b. If an existing building is being expanded, will existing parking be eliminated;
- c. Does the percentage of lot coverage by the building comply with the requirements of Section 1113.01(k);
- d. The nature of the use or uses and the proposed hours and days of operation;
- e. Will the amount of parking impact the existing businesses in the area;

- f. Will the site provide amenities such as bike parking, public gathering spaces or unique design features that will be an asset to the Village;
- g. Are there currently parking concerns in the area;
- h. Will the development and parking layout advance the spirit and intent of the Zoning Code, the Downtown Master Plan and the Long-Range Plan; and
- i. Consideration of and comparison to any previous parking standards approved under this section.

(b) After review the Planning Commission may approve, approved with stipulations, or deny the number of spaces and the layout of the parking. If the number of parking spaces is denied the Planning Commission shall state the reasons for the denial. The applicant may revise the plan to address the reasons for denial and resubmit to the Planning Commission. If the Planning Commission approves the number and layout of the parking, the Zoning Officer shall incorporate the approved plan in the Zoning Permit. If the approval is with stipulations the Zoning Officer shall ensure that the stipulations are addressed and included on the final plan before issuance of a zoning permit. If the stipulations are not addressed the Zoning Officer shall return the application to the Planning Commission for additional review which may result in a denial of the plan.

VILLAGE OF PENINSULA, OHIO
ORDINANCE NO.: 09-2026
INTRODUCED BY: _____
DATE PASSED: _____

**AN EMERGENCY ORDINANCE ENACTING A SIX-MONTH MORATORIUM ON
THE SUBMITTAL, EVALUATION, AND CONSIDERATION OF NEW ZONING AND
DEVELOPMENT PROJECT APPLICATIONS
FOR MIXED-USE ZONING DISTRICT PROPERTIES**

WHEREAS, to provide for development in the Village Mixed-Use Zoning District that is appropriate for and in accordance with the small town character of the Village and the size and scale of the existing structures in the Village downtown area, the Village Planning Commission is presently reviewing Zoning Code amendments applicable to the Mixed-Use Zoning District; and

WHEREAS, Council desires to permit the Planning Commission, Council, and the public to have sufficient time to develop, deliberate upon, approve, and enact those Zoning Code amendments affecting the Mixed-Use District and have those Code amendments in place prior to receiving new zoning and development project applications for that District and evaluating and considering zoning, development project, site plan, and other applications involving properties in the Village Mixed-Use Zoning District; and

WHEREAS, in furtherance of the above, Council desires to enact a six-month moratorium on the submittal, evaluation, and consideration of new zoning and development project applications for Mixed-Use District properties.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Peninsula, Summit County, Ohio, to wit:

SECTION 1. That Council hereby enacts a six-month moratorium on the submittal, evaluation, and consideration of new zoning and development project applications for Mixed-Use District properties to enable the Planning Commission and Council sufficient time to develop and adopt the desired Zoning Code amendments affecting the Mixed-Use Zoning District.

SECTION 2. That it is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public and/or in compliance with all legal requirements.

SECTION 3. This Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety, and welfare of the residents of the Village of Peninsula for the reason that Council desires to permit the Planning Commission and Council to have sufficient time to develop, deliberate upon, approve, and enact Zoning Code amendments affecting the Mixed-Use District and have those Code amendments in effect prior to receiving new zoning and development project applications for Mixed-Use District properties. Therefore, this Ordinance shall take immediate effect upon its passage.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ day of _____, 2026.

Passed:

Daniel Schneider, Jr., Mayor

Attest:

Katie Iaconis, Fiscal Officer

Approved as to Legal Form.

Bradric T. Bryan, Solicitor

I, Katie Iaconis, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, do hereby certify that the foregoing Ordinance was duly passed by the Council of the Village of Peninsula, at a meeting held on the _____ day of _____, 2026.

Katie Iaconis, Fiscal Officer

Posting Certificate

I, Katie Iaconis, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, hereby certify that there is no newspaper published in the Municipality, and publication of the foregoing Ordinance was made by posting true and accurate copies thereof at five of the most public places in the Village as previously determined by Council, each for a period of at least fifteen days, commencing on the _____ day of _____, 2026, as follows:

1. Terry Lumber & Supply;
2. Valley Fire District;
3. Peninsula Library & Historical Society;
4. Peninsula Village Hall Lobby; and
5. Peninsula Post Office.

Katie Iaconis, Fiscal Officer

Item	Category	Subject	Assigned to	Plan	Status	Notes	Planning Commission
5	Infrastructure	Water District	Mayor & TBD	March Meetings	In process	Joint water district assessment. Approved funding for study via OHM. Boston Hts taking the lead	Yes
6	Zoning / Enforcement	STRs (Short-Term Rentals)	Moe Riggins	March Meetings	In process	Owner-occupied?; revenue (fees, bed tax); expenses (inspection, enforcement); complaint process; enforcement gaps; occupancy limits; age of children; overflow parking; cap on cars; monitoring after hours; avoid Bath-type issues	Yes
7	Infrastructure	Wastewater / Sewer Project	Mayor & TBD	March Meetings		Committee?; monitor project; ensure pedestrian/bike path; protect trees/sidewalks; traffic management during construction	Yes
8	Land Use	General Die Casters Property & Player's Barn Property	Amy Frank-Hensley & Moe Riggins	TBD	Area Master Plan	Purchase?; affordability; contamination concerns; buried barrels; environmental risk. PB Agreed upon plan and timeline	Yes
16	Governance / Ordinances	Peninsula Ordinances	Amy - Planning Liaison		Area Master Plan	Create or update ordinances; include BZA and Planning rules	Yes
17	Governance / Ordinances	Noise Ordinance / Enforcement?				Prohibit roosters in Village center? Rooster complaints and garbage trucks pre-7am	Yes
18	Governance / Ordinances	Dark Sky Ordinance				Adopt dark sky protections	Yes
19	Infrastructure	Stormwater Runoff			New	Evaluate and recommend solutions to maintain appropriate stormwater runoff solutions	Yes
20	Infrastructure	303 Project/Main Street Infrastructure Review			Area Master Plan	Preserve sandstone sidewalks; review speed zone; install pedestrian lights; add street trees; gather public feedback	Yes
21	Infrastructure	West Mill Sidewalk Improvements			Area Master Plan	Coordinate with NPS on sidewalk; Sidewalk Improvements (W. Mill to Locust)	Yes
22	Infrastructure / Finance	303 Project Funding			Area Master Plan	Track and manage state funding	Yes
23	Infrastructure / Parking	Alternate Parking Options - Partnerships			Area Master Plan	Promote Pine Lane, Deep Lock Quarry, Canal Visitor Center, North Rim MTB lot; install distance signage	Yes
24	Infrastructure / Parking	Parking (General)			Area Master Plan	Define how much is enough. Explore alternatives for peak days or events. Count public parking; usage timeline; promote existing parking; pave/stripe N. Locust lot; signage; keep paid parking but add pay stations	Yes
27	Master Plan	Economic / Community Outcomes			Area Master Plan	More long-term residents; more businesses; RTA income; Monitor Occupancy rates and vacant properties	Yes
28	Master Plan	Village Master Plan Implementation			Area Master Plan	Create plan to implement goals of the Master Plan. Short-term/quick wins. Example: Streetscapes- Plant street trees north and south Locust	Yes
30	Zoning	Zoning Changes to Protect Village Character			Area Master Plan	Review and implement zoning changes	Yes

**Working document-
updated frequently**

**Village of Peninsula
Council Priority List**

Accurate as of - 4/14/2026

Item	Category	Subject	Assigned to	Plan	Status	Notes	Planning Commission
31	Zoning / Preservation	Historic Preservation Overlay Enforcement			Long Range Plan	Stronger enforcement, education for residents and business within the district. Sustainable education for new property owners & reflection on existing boundaries	Yes
1	Policy	Cybersecurity Policy	Dick Stocum- Policies & Procedures	Due July	In process	Create cybersecurity policy and process	
2	Public Safety	Safety (speed, utilities, etc.)	Mayor	Purchase speed recording/flushing signs	In process	Speed issues; utilities; speed signs; expand 25 mph zone; nighttime enforcement concerns	
3	Governance	Rules of Council	Dick Stocum- Policies & Procedures	January - February	COMPLETE	Review and update rules	
4	Communication	Video recording and teleconferencing capabilities	Amy Frank-Hensley & Mayor	Install equipment per approved quote	In process	Update equipment in Village Hall to allow posting of meeting videos on website, teleconferencing capabilities and presenting content on a screen. Phase 2 to consider live streaming	
9	Operations	Building & Grounds	Amy Frank-Hensley & Moe Riggins	TBD		General maintenance	
10	Policy	Record Retention Policy and Public Records Process	Dick Stocum- Policies & Procedures	Review drafts and finalize	In process	Create/update retention policy; related to transparency; improve transparency; address public records processes; much can be completed in one meeting	
11	Policy	Events Policy	Jodi Padruitt		New	Establish policy to address issues such as parking, notifications and safety	
12	Communication	Communication Improvements including Village hall sign		Q1		Improve communication between leadership and residents/businesses. Enhance push communications, simple agenda notices, feedback loop/form. "Always on" survey or update form for better reporting. Install events sign (non-electronic)	
13	Finance	Standard Financial Reports	Dan Krachinsky - Finance Liaison	Q1	In process	Establish or improve reporting	
14	Finance	Contract Review	Jodi Padruitt & Dan Krachinsky	Review each per plan	In process	Time for reviews established, will review per timelines	
15	Finance	Police Force Budget Review				Understand vehicle utilization and general spends. Public wonders why we have so many cars in the parking lot?	
25	Intergovernmental	CVNP / Conservancy				Coordination with CVNP/Conservancy	
26	Intergovernmental	JEDD - Clarity & Opportunity review	Moe Riggins - Liaison		Area Master Plan	Financial review of JEDD impact and oversight of what's next	
29	Public Safety	Maintaining Public Trust in Uncertain Times				Confirming our police and 911 services are prepared to effectively handle issues that might arise because of immigration enforcement federal agency (ICE)	